

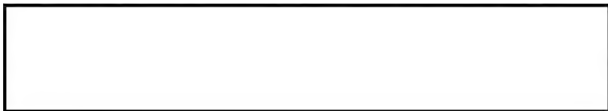
SEC

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27 Jan 70

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Re CSB, etc:

1. Prepare new Instruction

- ✓ Follow language of 30 June 69 Instruction.
  - ✓ Add appropriate words on ~~Group~~ Career Panels.
  - ✓ Omit any references to competitive evaluations.
- mb

2. Review explanatory memo  
✓ which I've drafted.

3. Prepare memo from me  
to Career Panel chairmen  
which:

- ✓ Provides standard competitive

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Declass Review by NIMA/DOD

## evaluation procedures --

- ✓ ratings to be done by knowledgeable supervisor, branch, ~~division chief~~ or group chief -- on all personnel
  - ✓ rating numbers & descriptions.
  - ✓ frequency of ratings
  - ✓ purpose of ratings
  - ✓ Ratings to be reported to CSB members.
- ✓ Provides standard reporting format, for reporting Career Panel actions to CSB members:
- Name, Action (Promotion GS-10 to GS-11, etc), Time in grade, age, etc.

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4. loose ends, for which I need your advice --

✓ - How should QSI's be handled? *Cover Panels - quarterly.*

*MONTHLY OR MORE  
OFTEN AS REQUIRED* How often should Career Panels (& CSB) meet, & should this be specified in the Instruction?  
*NO*

✓ - Should we continue the Training Selection Panel? *yes*

✓ - Should PPBs operate a Career Panel? *yes*

✓ - Should an appeal option be included in the Instruction -- i.e. right to appeal a Career Panel decision to CSB? *no*

YES IN THE SENSE OF ESTABLISHING BOUNDARIES. WE NEED A MECHANISM TO STIMULATE INTERNAL ROTATION

Is there an IIO

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## Competitive Evaluations --

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- A career development <sup>(+ management)</sup> tool -- one of several (fitness reports, training, etc)
- Pertains most usefully to promotion considerations.
- Also causes supervisor who is doing the rating to think about his people, & enables his supervisor to question & generate ideas about furthering individual's career development.
- competitive evaluation related to fitness reports but serves a different purpose and must be structured and approached differently.
- See attached, suggested competitive evaluation ratings.

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(?)

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A - Deserves promotion.

B - Progressing but not yet ready for promotion

C - Unlikely to be deserving of a promotion in the foreseeable future.

D - Defer

1 - Possesses leadership qualities or exceptional skills.

2 - Productive person.

3 - Mediocre.

4 - Unproductive.

5 - Misplaced

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D R A F T 27 January 1970

MEMORANDUM FOR: NPIC Personnel

SUBJECT : Career Development and the NPIC Career Service

~~PHOTOGRAPHIC~~ INTERPRETATION

1. The Executive Director and the NPIC Career Service Board have reviewed the organization, responsibilities and functions of the Photographic <sup>INTERPRETATION</sup> Intelligence Career Service Board, the two competitive Evaluation Panels and the Training Selection Panel. The Executive Director has recommended and I have approved certain changes which are described below. These changes are incorporated in NPIC Instruction No. 20- of    February 1970, ~~attached~~.

2. The important changes which have been made are:

a. Elimination of the two competitive Evaluation Panels.

b. Establishment of ~~the~~ Career Panels in each of the three Groups -- IEG, <sup>OF STAFF</sup> ~~PP&BS~~, PSG, and TSSG -- chaired by the Group Chief and including as members the <sup>ORGANIZATION</sup> Division Chiefs of that Group. The ~~Group~~ Career Panels will review all career development and personnel actions -- promotions, training, reassignments, etc. -- concerning the <sup>CIA</sup> personnel of the ~~Group~~. The <sup>RESPECTIVE COMPONENTS OR STAFF</sup> Group Chief, with the advice of his Career Panel, is authorized to act on promotions and other such actions affecting <sup>CIA</sup> ~~Group~~ personnel in grades up to and including GS-11. The ~~Group~~ Career Panel will report to the NPIC Career Service Board on actions taken.

c. The NPIC Career Service Board, chaired by the Executive Director, will continue to be responsible for policies and programs relevant to career development and other personnel matters throughout the Center.

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SUBJECT: Career Development and the NPIC Career Service

Promotions and other recommended actions concerning <sup>CIA</sup> personnel in the grades of GS-12, GS-13, and GS-14 will be referred by the ~~Group~~ Career Panels to the NPIC Career Service Board for final review and recommendation to the Head of the Career Service.

3. These changes are intended to focus the responsibility and the authority for management of career development closer to the points in the Center's organization where specific career development actions -- promotions, training, awards, reassignments, etc. -- can most knowledgeably be accomplished or initiated. In other words, career development is a function of effective management, and effective management is created through the actions of the Center's line supervisors -- branch, division and group chiefs.

4. The Career Service Board -- chaired by the Executive Director and including the Group <sup>and STAFF</sup> Chiefs as members -- will provide the direction to ensure that compatible, equitable and productive career development procedures are used throughout the Center.

ARTHUR C. LUNDAHL  
Director  
National Photographic Interpretation Center

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